

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, FEBRUARY 23, 2016

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 23, 2016 with the following members present: Ryan Krogman, Larry Jensen, Stephne Miller, Lee Ann Pierce, and Tom Yseth.

CALL TO ORDER

Chairperson Krogman called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

The agenda for the February 23, 2016 Commission Meeting was approved without objection.

CONSENT AGENDA

Motion by Pierce, seconded by Jensen to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the February 9, 2016 Commission Meeting.

Travel Requests: Richard Birk to attend the NACE Conference on April 24th-28th in Tacoma, Washington; Chris Lilla to attend the SDAAO Executive Board Meeting on January 29th in Pierre; Robert Hill to attend a Tri-State Emergency Management Meeting on February 17th in Sioux Falls; Robert Hill to attend G-366 Planning for Needs of Children in Disaster on March 15th in Pierre; Robert Hill to attend EM training at the SDACC Spring Conference on March 16th in Pierre; Kristen Witchey to attend the Tyler Software Financial User Meeting on February 25th in Aberdeen; Jennifer Beller to attend the Tyler Software Financial User Meeting on February 23rd-24th in Aberdeen; Jon Pike to attend the Highway Safety Grant Meeting on March 30th in Sioux Falls; Charles Umberger to attend an Interview and Intervention Training on April 11th in Pierre and April 15th in Brookings.

Personnel Action Notices- routine step increase- Jennifer Beller to \$18.63, effective February 1, 2016; routine step increase- Charles Umberger to \$25.73, effective February 1, 2016; new hire- full-time Deputy Zachary Page at \$21.10, effective February 12, 2016; routine step increase- Michael Gengler to \$21.96, effective March 1, 2016.

Human Services Report: case #14-219A for Avera Heart Hospital was approved; case #15-112 for County Burial was approved; case #16-027 for Brookings Municipal Utilities was denied; case #16-028 for Hy-Vee Pharmacy was approved; case #16-029 for rent was approved; case #16-030 for rent was approved; case #16-002 for Avera St. Luke was denied; case #16-008 for Avera McKennan was denied; case #16-009 for Avera McKennan was denied; case #16-010 for Avera McKennan was denied; case #16-013 for Avera McKennan was denied; case #16-031 for County Burial was approved.

ROUTINE BUSINESS

Approval of Claims

Motion by Miller, seconded by Yseth to approve the following claims. Motion carried.

A&B Business Inc, Copier Contract, IT Fees, \$422.40, Copier Maintenance Contract, \$50.40, Copier Maintenance, \$87.57, Copier Contract, \$83.74, Copier Contract, \$54.84, Copier Contract, \$233.82; AAA Collections, Inc, Collections, \$382.43; AgFirst Farmers Coop, Dust Masks, \$36.00; Allegra Print & Imaging, Binding Township Maps, \$3.12; APA, APA Yearly Membership, \$269.00; Anderson Oil, Dyed Diesel, White, \$768.50; Avera Heart Hospital of SD, COP Medical, \$2,353.39; Avera Medical Group, PMD, \$853.75; Avera Medical Group, Employment Physical, \$108.00; Avera Queen of Peace, Drug Testing, \$113.80; Banner Associates, Reconstruct 34th, Engineering, \$15,630.95; Bierschbach Equipment, Washer, \$6.00; Bonzer Development LLC, COP Rent, \$475.00; Bozied Oil Co Inc, January Car Washes, \$97.00; Brevik Law Office, CAA Inv MI, \$233.81; Brookings Area Chamber, Renew, Investor Bundle Up, \$900.00, Feb Will Luncheon, \$15.00; Brookings City Utilities, Telephone, \$903.16, Utilities, \$2,413.27; Brookings City Utilities, Utilities, \$2,283.87, Phone Service, \$1,150.44; Brookings County Finance, Delinquent Taxes, \$402.16; Brookings Health System, Sexual Assault Investigation, \$557.00; Brookings Register, Legal Notice, \$38.61, Minutes, Audit Notice, Legals, \$889.26; Brookings Rotary Club, Boulevard Tree Project, \$750.00; Brookings-Deuel RWS, Water at Bruce Shop, \$208.00; Brothers Pharmacy, PMD, \$1,352.23; Buhl's Cleaners, Rugs, Mops, \$58.60, Rug Rental, \$35.80; Carquest Auto, Floor Dry, Washer Fluid, \$149.46; Central Business Supply, 2 Office Chairs, \$890.00, Office Supplies, \$357.74, Office Supplies, \$17.49; Central Properties / BMO Harris, Tax Certificate, \$1,709.45; Century Business Products, Copier Maintenance, \$251.05; Century Business Products, Copier Supplies & Maintenance, \$65.34; Child's Voice, Expert Witness Fees, \$337.59; CHS, 7501 Gallons Gasoline, \$10,450.39; City of Brookings Landfill, Tire Disposal, \$75.00; CNA Surety, SD PE Position Schedule Bond, \$100.00; Compass Counseling & Assessment, Psychosexual Assessment, \$1,800.00; Cook's Wastepaper & Recycling, February Service, \$234.46, February Service, \$185.28, Garbage Service, \$234.53; Corbel Solutions, LLC, Server 2016, \$8,207.49; Dakota Data Shred, Shredding Service, \$78.25; Dakota Fluid Power Inc, Repair, Parts, \$56.12; Dean Schaefer Court Report, Inv MI Hearings, \$206.00; Den-Wil Inc, February Comm Health Rent, \$877.00; Department of Motor Vehicles, 6 Sets of Plates, Sheriff, \$67.20; Dupraz, Andy, Extension Board Mileage, \$8.40; Ecolab Pest Elimination, Insect Fumigation, \$82.03; Einspahr Auto Plaza, Jeep Repair, \$785.35; Ekern Plumbing Heating & AC, Furnace Filters, \$54.50; Exhaust Pros, Troubleshoot Converters, \$44.63; Farmer's Imp & Irrigation, Gearbox Grease, \$22.38; Fastenal Company, Shop Supplies, \$624.97; Fergen's Clothing & Shoes, Alterations, \$12.00; First Bank & Trust, Transport Fuel, Mailings, \$850.76; Foerster Office & Supply, Supplies, \$156.10, Paper, \$93.00; Ford, Deb, Extension Board Mileage, \$16.80; G & R Tool Service, Tools for Shop, \$3,255.00; Patricia J Hartsel, Transcripts, \$380.00, Transcripts, \$57.00, Transcripts, \$110.20, Transcripts, \$79.80, Transcripts, \$9.20; Tim Hogan, CAA, \$540.11; Hungerford Chiropractic PC, Employment Testing, \$30.00; Hy-Vee Food Store, Jury Meals, \$35.85; Hy-Vee Pharmacy, COP Rx, \$122.05; I State Truck Center, Airline Tee, \$15.24; Ina Group LLC, Tax Certificate, \$2,503.42, Tax Certificate, \$1,060.38, Tax Certificate, \$1,015.06; Intoximeters Inc, PBT Mouthpieces, Repair, \$1,997.65; Kirkvold Oil Company, Mounting, Tire Repair, \$296.94; Benjamin L. Kleinjan, CAA, \$153.00, CAA, \$2,343.90; L&L Auto & Truck Parts, Wiper Blades, Brush, Batteries, \$88.85, Shop Parts, \$1,364.74; Locators & Supplies, Coats, \$206.80; Lowe's, Paint, Blinds, Supplies, \$1,421.60, Supplies, Shelves, Air Line, \$100.35; M&T Fire & Safety Inc, Pocket Mask & Case, \$260.00; Reed T

Mahlke, CAA, \$620.00; Martin's Inc, Dyed Diesel, Citco Bldg, \$72.77, Grease, Diesel, \$1,588.31; Matheson Tri-Gas Inc, Welding Supplies, \$117.45; McKeever's Vending, Inmate Commissary, \$604.86; Midstates Equipment & Supply, Rubber, \$23,821.20; Midwest Glass, Repair Windshield, Jeep, \$408.56; Minnehaha County JDC, Inv 4160a 4160m, \$5,197.40; Mix Dry Cleaners, Dry Clean Coats, \$36.00; Monteith Welding, Hardened Steel Pivot Point, \$18.37; Mr. V's Professional Body, 6A12 Deductible, \$500.00; Nancy J Nelson, CAA, \$409.40, CAA, \$1,071.80, CAA, \$554.76, CAA, \$749.80; Newegg Business Inc, Zoning Computer, \$617.98, Extension Computer, \$759.96; Northern Truck Equipment, Spinner Motor, \$287.56; Northwestern Energy, Courthouse, \$10.00, Truck Shed Heat, \$201.46, Resource Center, \$443.15, Natural Gas, \$2,039.84, Truck Shop, Hwy Shop, \$978.09; Office Peeps Inc, Ink, Office Supplies, \$212.90, Service Parts, \$12.30; One Source, Background Checks, \$379.00; PCM-G, 4-H Laptop, \$1,256.35; Pharmchem Inc, Sweat Patch Analysis, \$658.00; Pickard, Jennifer, Extension Board Mileage, \$18.48; Porter's Toys For Big Boys, Cable-Cover, Box ATV, \$6.78; Prochem Dynamics LLC, Power Cleaner, \$91.52; Qualified Presort, Jan 6-31 2016, \$16.81; Razor's Edge Lawncare, Snow Removal, Ice Melt, \$2,106.00; RDO Equipment Co, Parts, Lamp, Washer Pump, \$761.46; Reliance Telephone, Phone Cards, \$2,200.00; RFD, Minutes, Legals, \$1,878.79, Legals, \$102.12; Rick Ribstein, CAA, \$673.79; Rude's Funeral Home Inc, County Burial, \$3,000.00, Coroner, \$390.00, County Burial, \$1,500.00; Running's Supply Inc, Paint Brushes, Scoop, \$22.87, Jail Supplies, \$35.38; SD Attorney General's Office, 24/7 SCRAM Jan 16-31, \$1,458.00, 24/7 Jan 16-31, \$81.00, 24/7 SCRAM Jan 1-15, \$2,171.00, 24/7 Jan 1-15, \$95.00; SD Dept of Revenue, Blood Testing, \$140.00; SD Police Chiefs' Association, Entry-Level Law Enforcement, \$165.00; SDACC, Spring & Welfare Officials Workshops, \$550.00, Yearly Membership Dues, \$4,975.10; SDACO, Yearly Dues, \$2,762.55, ROD Relief Fund Jan 2016, \$474.00; SDSU Workstudy, SDSU Workstudy, \$71.74; Sinai City, Utilities, \$64.00; Sioux Falls Treatment Center, Methadone Treatment, \$98.00; Sioux Falls Two Way Radio, Quarterly Maintenance Contract, \$360.00, Portable Radio Batteries, \$437.94; Sioux Valley Energy, Utilities, \$351.55; Sturdevant's Auto Parts, Shop Supplies, \$51.83; Swiftel Center, February Maintenance, \$1,577.00; Tessier's Inc, Repair on Heater, \$1,373.94; Thomson Reuters - West, Inv# 833383400 West Info, \$991.00; Tyler Technologies, Installation & Configuration, \$500.00; Steven Ust, Building Inspections, \$800.00; Vandenberg Law, CAA, \$1,683.50, CAA, \$544.50; Verizon Wireless, Mobile Data, \$280.07; Walburg, Duane, Animal Control Mileage, \$118.00; Walmart Community, Camera, Batteries, \$128.32; Wellmark Blue Cross, Annual Flex Administration Fee, \$1,969.60; Wells Fargo, Wells Fargo Credit Card, \$1,464.72; Wheelco Truck & Trailer, Total Power, Diesel Tank, \$402.88; Terry D Wieczorek PC, CAA, \$322.56, CAA, \$184.38; WW Tire Service Inc, O Ring, Boot, \$49.95; SD Department of Revenue, February Remittance, \$484,352.93.

SCHEDULED AGENDA ITEM

As scheduled at 8:35 a.m., States Attorney Clyde Calhoon presented the State's Attorney's 2015 Brookings County Statistics.

ROUTINE BUSINESS

Department Head Reports

County Development Director Robert Hill said the Planning Commission Meeting will be March 1st. Hill said he attended the PPCC Meeting on February 11th and his staff conducted a LEPC

Meeting on February 18th. Hill also said his staff manned a booth at the Brookings Regional Home Show on February 20th-21st.

Hill discussed upcoming dates.

Director of Equalization Chris Lilla said the assessment notices have been mailed. Lilla said there have been twelve corrections so far and those corrections will come before the Brookings County Board of Equalization.

Lilla also discussed the Brookings Municipal Utilities meeting.

Veterans & Human Services Director Michael Holzhauser attended a meeting on campus on the possibility of veterans using what they've learned in the military and transferring it into credits.

Holzhauser updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

Finance Officer Vicki Buseth said surplus cash is down a little bit because they've paid out a number of non-mandated expenses already, including the \$750,000 to Brookings Health Systems for the hospital expansion. Buseth said they contacted the Department of Revenue and the county can only issue seven liquor licenses based on the current population and the county has all seven liquor license issued. She said there won't be any new licenses issued this year. Buseth also said Finance Assistant II Jenna Peterson is almost finished with the surplus sale, which will be an online auction. Buseth said the sale will go live sometime in March.

Finance Office Report

Finance Office Vicki Buseth presented the Finance Office report for January 2016.

Be it noted, the Auditor's Account with the Treasurer was presented to the board.

January 2016

Total amount of deposits in bank.....	\$18,032,841.80
Total amount of actual cash: Currency.....	\$6,491.00
Coins.....	\$2.84
Total amount of checks/draft in Treasurer's possession not exceeding 3 days.....	\$96,677.69
Itemized list of all other items.....	\$(137,555.35)
TOTAL.....	\$17,998,457.98

Be it noted, the Payroll & Additives for January 2016 were presented to the board.

Commission/HR: \$15,668.03; Technology: \$5,779.87; Finance Office: \$18,875.69; States Attorney: \$26,106.74; Equalization: \$17,798.58; Register of Deeds: \$7,455.25; Veterans/Welfare: \$5,920.08; Sheriff's Office: \$82,951.71; Coroner: \$355.20; Community Health: \$2,036.96; Extension: \$2,473.81; Weed: \$2,106.04; Highway: \$51,520.12; Emergency Management: \$3,503.34.

AFLAC: \$2,697.34; Avesis: \$1,199.03; Office of Child Support: \$400.00; Delta Dental: \$4,688.46; Flex One: \$1,765.64; Dearborn Life Insurance: \$860.60; Local Teamsters: \$1,107.00; SDRS: \$41,642.43; SDRS Supplemental: \$1,818.00; EFTPS: \$86,847.90; Wellmark: \$88,355.22; AFLAC Group/CAIC Primary: \$522.88.

Be it noted, the expenditure adjustments for the month of January 2016 were presented to the board. \$4,424.03 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of January 2016 in the amount of \$21,853.50 was presented to the board.

Sheriff Martin Stanwick said the County Commission Association is staying neutral on House Bill 1129, which allows people who have an Enhanced Permit to carry a gun in the courthouse. Stanwick said he emailed representatives expressing his concerns.

Stanwick said the Jail Expansion Committee will be meeting for the first time later in the afternoon. Stanwick said he will be presenting jail statistics at the next meeting.

Highway Superintendent Richard Birk discussed the bridge south of White. Birk said the BIG Grant application for that bridge has been submitted, and they will find out whether the county will receive the grant by April 15th. Birk spoke with Doug Kinniburgh with the SDDOT and his recommendation is to not make a decision until after the BIG Grant has been awarded.

Birk discussed what the time line would look like if the board waited for the grant to be awarded and what it would look like without the grant. Birk said with the grant, bid letting for the project would be between September and October with construction in 2017. Birk said without a grant, bid opening could happen June 1st with a completion date of November 2016. Birk said his recommendation is to wait and see if the county is awarded the grant.

Pierce asked which bridges were going to be done in 2016. Birk said three structures under twenty feet, which will be box culverts will be completed by the end of the year.

Jensen asked why the bridge south of White isn't being done this year when the commission budgeted for it. Birk said the board budgeted for the full amount in case the grant was denied. Krogman said they wanted to see if they could get the BIG Grant first.

Birk also said it is up to the bridge contractor; it'll depend on what their schedule looks like. Krogman asked if they could proceed with the environmental study ahead of the review process. Birk said until the plans are approved, you cannot start anything else.

Birk said the county will pay roughly \$537,000 without the grant. Yseth asked if the bridge would be built by 2016 if the county went ahead and just paid the \$537,000. Birk said it would be very difficult. Yseth said the question is if the board thinks it's legitimate to do the project without the grant and spend \$437,000 more of the tax payer's money to gain 365 days to fulfil the promise the board made to the people of White. Birk said that is an estimated amount, it could be higher.

Miller said the county was not in a position to promise anything to anyone. Jensen said his understanding was that the county budgeted for this bridge and that it would be completed in 2016; but at this time he said they should wait and take advantage of the grant money. Miller said this is a new situation for everyone, and if the board wants to be good stewards of the tax payer's money then they should try and get the grant. Yseth suggested that the board notify those individuals and businesses that were concerned about the weight restrictions on this bridge and let them know what is going on.

Krogman asked Birk if he would touch base with the contractors and see if they would be interested in bidding this bridge. Birk said he has no problem with that. Birk said they will know whether or not they receive the grant by April 15th.

By consensus, the board agreed to send the plans to the state and to wait and see if they receive the grant money.

REGULAR BUSINESS

Commissioner Yseth stepped out of the meeting.

Motion by Pierce, seconded by Jensen to approve a Utilities Certificate for Project #BRF 6295(10) PCN 01W9. Roll call vote: Miller “aye,” Jensen “aye,” Pierce “aye,” Krogman “aye.” Motion carried.

Motion by Miller, seconded by Pierce to approve and authorize Chairperson Krogman to sign Agreement #16-05: an application made by Interstate Telecommunications Cooperative for occupancy of right-of-way of county highways. Roll call vote: Miller “aye,” Jensen “aye,” Pierce “aye,” Krogman “aye.” Motion carried.

Motion by Jensen, seconded by Miller to approve and authorize Chairperson Krogman to sign Agreement #16-06: an application made by Sioux Valley Energy for occupancy of right-of-way of county highways. Roll call vote: Jensen “aye,” Pierce “aye,” Miller “aye,” Krogman “aye.” Motion carried.

Commissioner Yseth returned to the meeting.

Motion by Jensen, seconded by Miller to approve and authorize Chairperson Krogman to sign a Request to Fill Vacancy for a Weed Enforcement Officer in the Weed Department. Background information was provided by Weed Supervisor Misty Moser. Miller asked that the job description reflect that this is a part-time, regular position. Roll call vote: Pierce “aye,” Yseth “aye,” Miller “aye,” Jensen “aye,” Krogman “aye.” Motion carried.

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Krogman to sign a Request to Fill Vacancy for an ATV Driver in the Weed Department. Roll call vote: Yseth “aye,” Miller “aye,” Jensen “aye,” Pierce “aye,” Krogman “aye.” Motion carried.

The board discussed increasing the Deputy Director of Equalization pay grade from a wage grade 8 to a wage grade 9.

Motion by Jensen, seconded by Yseth to approve increasing the Deputy Director of Equalization pay grade from a wage grade 8 to a wage grade 9.

Director of Equalization Chris Lilla said at one time the Deputy position was a wage grade 9. Lilla said when he became Deputy Director, former Director of Equalization Joyce Dragseth split the position to Deputy at grade 8 and Proval at grade 7. Lilla said the deputy position will have both Deputy Director responsibilities and Proval. Lilla said his Deputy will not only have data management of a very complex program but will also have supervisory responsibilities in his absence and also presence, and will have to maintain accreditations. Lilla asked the board to consider increasing the pay grade from wage grade 8 to a wage grade 9.

Commission Department Director Stacy Steffensen said there are arguments to be had for doing it both ways.

Yseth said you have to look at the job itself within the structure and decide whether it should be a grade 8 or a grade 9.

Pierce said the position should remain at a wage grade 8 because of the overall placement of deputy positions in the current pay plan. Krogman said he is leaning towards a wage grade 9 because the Deputy position is a backup for the Director; they have extra responsibilities and training; and they have to learn an extra program. Miller said she was set on leaving the position at a wage grade 8, but has now changed her mind and that it should be a wage grade 9. Yseth said the job needs to be paid what it is worth. Pierce said the Deputy Finance Officer is at a wage grade 7 and their responsibilities are pretty comparable to the Deputy Director of Equalization's position. Pierce said if they increase the wage, she is afraid the board will be back here looking at the other deputy positions' wages. Yseth said what is right is right though.

Roll call vote: Miller "aye," Jensen "aye," Pierce "no," Yseth "aye," Krogman "aye." Motion carried.

The board reviewed the Brookings County's strategic plan.

Commission Department Director Stacy Steffensen said if the board would like to go over the strategic plan in depth, they could have a work session.

By consensus, the board agreed to meet Tuesday, March 22nd at 1:00 p.m. to go over Brookings County's strategic plan and work plan.

Commission Department Director Stacy Steffensen presented the Commission Department Director Report. Steffensen discussed the 8-County Meeting. Steffensen asked the board if they could reschedule the date to March 23rd.

Steffensen said on March 21st, Brookings Health System is having a kickoff for their Pilot Program dealing with breast feeding communities. Steffensen said they have asked the county to sign a pledge showing support for breast feeding mothers.

By consensus, the board allowed Commissioner Pierce to sign the pledge on behalf of the county.

Steffensen discussed upcoming dates.

Deputy States Attorney Teree Nesvold said involuntary mental commitments increased slightly.

Pierce asked how many of these are repeat committals. Nesvold said they do not track it, but she noticed there were three or four people sent more than once. Pierce said from her observation, the other change that is impacting the increase in numbers is the change in the Deputy States Attorney. According to East Central, Pierce said we are sending too many people.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce attended the public hearing on the Comprehensive Plan; reported on the Joint Powers Board Meeting; attended the Chamber Mixer at Bankstar; attended the Legislative Coffee; reported on House Bill 1129, which would allow people who have Enhanced Permits to carry guns in the courthouse; and attended the Home Show at the Swiftel Center. Pierce said the County's booth at the Home Show looked great and thanked County Development Director Robert Hill.

Commissioner Jensen attended the E-911 Meeting; attended the Chamber Mixer at Bankstar; and attended Joyce Dragseth's Retirement party.

Commissioner Miller reported on the Brookings Municipal Utilities Meeting; reported on the Joint Powers Board Meeting; attended Joyce Dragseth's Retirement party; attended the Legislative Forum; and attended the Home Show at the Swiftel Center.

Commissioner Yseth attended the Brookings Municipal Utilities Meeting and toured the Community Health building. Yseth thanked IT Specialist Shawn Plowman and Mike Bartley for enhancing the technology that allows him to hear the meetings better now.

Commissioner Krogman discussed the Housing Task Force Meeting; attended the PPCC Meeting; and attended the BEDC Meeting.

EXECUTIVE SESSION

Motion by Yseth, seconded by Miller to enter into Executive Session at 11:04 a.m., in accordance with SDCL 1-25-2(1) and (4), Personnel and Contract Negotiations. Motion carried. The board came out of Executive Session at 11:55 a.m. No action was taken.

ADJOURNMENT

Motion by Yseth, seconded by Pierce to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, March 8, 2016 at 8:30 a.m.

It is the policy of Brookings County, South Dakota not to discriminate against the Handicapped of Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

Jenna Peterson
Finance Assistant II
Brookings County

Published once at the approximate cost of_____.